

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Accountant Position Number: 20029, 21013, 21008, 21059

Location: Helena Department: Transportation

Division and Bureau: Administration / Fiscal Operations Bureau

Section and Unit: Accounting Systems Operation Section and Collections Section

Job Overview: *Refer to the instructions and training section for more information.*

The Accounting Systems Operations Section (ASO) is responsible for the department's internal accounting systems, such as; CARES, Billing Voucher/State Share and Accounts Payable. Establishes and maintains the accounting functions of AP, project/grant cost accumulation, federal and local billings, and conducts financial monitoring.

The Collections Section is responsible for the collection, processing and accounting for all monies owed to the department. This includes collections, cashiering, transmittals, also the collection and administration of the motor fuel tax proceeds.

These positions are located within the two above sections and perform account and system reconciliations, identify and resolve incorrect accounting transactions/errors and provide resolution. Participate in testing system changes and troubleshoot any identified issues. Analyze contractor estimates or other project expenditures and process monthly billings for assigned programs, and third party monthly billings. Prepare all associated journals and reports. Develop and present training to internal and external customers in person and via electronic means. Serves as liaison with outside collection agencies.

These positions are part of a career ladder. Under the career ladder advancement policy, a level II may be possible. Both levels require similar work processes however, level II has more authority and independence and receives more progressively challenging assignments.

Essential Functions (Major Duties or Responsibilities):

Accounting Controls 75%

Level I

- Generate varying routine transactions on a daily basis, such as journals. Generate correcting entries and financial accounting and reporting needs as appropriate. Review coding for accuracy.
- Enter/review programming documents in the Billing Voucher/State Share system.
- Perform monthly reconciliations of assigned accounts looking for discrepancies or unusual entries. Research, resolve and reconcile irregularities. Initiate any correcting journals for incorrect entries and gather documentation to submit for approval.
- Process monthly billings for assigned programs, including preparing all associated journals and reports.
- Assist with developing and presenting training. Training must be able to be presented in person or delivered via electronic means.
- Participate in FYE duties to meet required deadlines.
- Participate in testing system changes from an established test plan and offer suggestions for improvements to CARES, AP, BV/SS, motor fuel tax systems or other MDT subsystems to increase efficiencies or add to current functionality.

Level II

- Analyze contractor estimates or other project expenditures and process 3rd party monthly billings. Ensure compliance with special sub-class memo by monitoring expenditures.
- Perform write-offs in the SABHRS system for bad debts, settlements, accounts in the AR module paid with a credit card, etc.
- Analyze IAU motor fuel audits netting for IFTA, Distributor, IRP and refunds to ensure system balances are correct and revenues are recorded.
- Recommends department action on methods needed to collect deficient tax. Such actions could include seizing bond and cancelling distributor license.
- Analyze monthly fuel gallons report; generate applicable reports, research, resolve and reconcile irregularities, and initiate corrective action. Produces statistics and reports from compiled fuel tax gallon data upon request.
- Research, analyze, and evaluate accounting system errors, user problems, and other issues by verifying accounting information among the many internal subsystems and SABHRS.
- Analyze FHWA weekly/monthly billing to ensure the appropriate expenditures are showing on the weekly activity report, have not been previously billed and the percentage charged to FHWA is within the acceptable range.
- Participate in the development of system test plans and troubleshoot any identified issues.

Customer Relations 25%
Level I

- Work with the Treasury on discrepancies in their reconciliation to provide documentation or make entries in SABHRS.
- Monitor the monthly distributor payment process to assure that all receipts are accurate and received timely. Explains reason for an assessment to Collections staff and distributor. Counsel distributor on ways to rectify problem. Promotes and establishes electronic filing and payment methods for licensed distributors. Works with MDT's Legal Services to minimize fuel tax loss in the event of bankruptcy.
- Access the current MDT vendor file to determine whether updates are required, enter new vendors and coordinate with other divisions/districts to analyze errors and make corrections.

Level II

- Acts as Division's main contact to resolve any technical issues arising from problems associated with electronic filing on MDT's system. Alerts ISD and/or management when serious issues arise that cause restrictions in the tax filing and/or tax payment process. Works closely with ISD to resolve issues and provide guidance to tax customers.
- Serves as liaison to outside collection agencies.
- Prepares and explains pre-audit documentation for licensed distributors to MDT's Internal Audit Unit.
- Agency's point of contact for updating project statuses and must be able to troubleshoot a project in error due to the status of the project.
- Ability to develop and present training to internal and external customers. The training must be able to be delivered in person or via electronic means.

Other Duties 10%

Perform a variety of other duties and activities as assigned by Administration management in support of the Department mission and objectives.

- Document all day to day procedures in a desk manual and make sure these are kept up to date in a reasonable and timely manner. Identify operating efficiencies in procedures and make recommendations to supervisor on changes to improve efficiencies.
- Performs a variety of accounting, collections and administrative work in support of the Fiscal Operations Bureau activities as assigned by the supervisor. This includes special accounting research and projects; representing the section in workgroups and committees; exchanging information with agency staff, vendors, and the public; assisting with training of new staff; providing backup assistance and attending continuing education and training.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

This position spends much of their day in a normal office environment, sitting for extended periods of time. The Accountant must have the ability to lift packages weighing up to 10 pounds. The Accountant works a 40-hour workweek.

Knowledge, Skills and Abilities (Behaviors):

The position requires knowledge of the principles and practices of accounting, state and federal laws and regulations of automated financial systems and personal computer software applications.

To perform successfully in this position, the incumbent must be self-motivated; possess a strong work ethic; maintain a positive attitude; be able to handle contentious situations; and enjoy working with and for the public. The ability to reason deductively and inductively is essential; ability to establish effective working relationships with co-workers, management, and internal and external customers. The position requires the ability to effectively organize workload and prioritize and manage multiple responsibilities to meet established deadlines; communicate effectively orally and in writing; analyze complex situations and procedures; evaluate the effectiveness of processes; understand rules, regulations, laws, policies, and procedures and apply them appropriately; and determine the most appropriate response to complex situations.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Business or a related field.

No related experience is required.

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

☐

Fingerprint check

☐

Valid driver's license

☒

Background check

☐

Other; Describe

MFPE Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Accountant

Job Code Number: B21011

Level: 1

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☐ FLSA Non-Exempt

☐ Telework Available

☐ Telework Not Available

☐ Classification Complete

☐ Organizational Chart attached

Human Resources:

Signature

Title

Date